

# **The Federation of the Church Schools of Shalfleet and Yarmouth**

## **Achieving Together for a Brighter Future**



# **CORONAVIRUS TEST KIT ADMINISTRATION POLICY**

<b>Approved by</b>	<b>FGB</b>
<b>Portfolio</b>	<b>Health &amp; Safety</b>
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<b>Ratified/FGM Date</b>	

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Statement

We recognise our duty and responsibility to comply with all relevant health and safety legislation. We will ensure the health, safety and welfare at work of all our employees and others who may be affected by our actions. The school management therefore are committed to establishing and implementing arrangements which will ensure that staff and visitors will be safeguarded when on the premises or engaged on offsite activities (e.g. visits to other area's), and that the premises for which they are responsible is safe for visitors including young persons.

It is understood that good health and safety management encourages safe practices and improves morale. This now includes the administration of COVID Testing Kits.

## Purpose

Anyone who experiences any coronavirus (COVID-19) symptoms can get a coronavirus test (<https://www.gov.uk/get-coronavirus-test>) at a testing site or at home. This includes all pupils, teachers, and staff. We have been provided with a small number of testing kits to complement these main access routes.

The purpose of this policy is to give clear instruction to staff on the administration process of the COVID testing kits.

## When to provide a test kit

Coronavirus (COVID-19) test kits will only be offered in the exceptional circumstance an individual becomes symptomatic and we believe that they may have barriers to accessing testing elsewhere.

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. These symptoms are:

- A high temperature
- A new, continuous cough
- A loss or change to your sense of smell or taste

**We will only recommend children or staff to get a test if they develop these symptoms – the capacity of the NHS Test and Trace system must be protected for those with symptoms of the virus.**

In exceptional circumstances when we do not think a symptomatic child or member of staff would be able to access testing by the usual routes, we would consider providing a test kit to improve the chances that the individual will get tested. Access to these tests will also help symptomatic staff who test negative and are not close contacts of confirmed cases, to get back to work as soon as they feel well enough. We will determine how to prioritise the distribution of our test kits in order to minimise the impact of the virus on the education of our pupils.

Kits are suitable for people of all ages. Kits will not be given directly to children – only to adults over the age of 18 or a child's parent or carer. Parents and carers will be required to administer the test to those under 11.

The schools will not administer the test, and testing should not take place on site.

## Providing test kits to staff

As with pupils, we may consider offering kits to members of staff who become symptomatic on site if we do not think that they will be able to access testing by usual routes.

In addition, if a symptomatic staff member, who is currently self-isolating, cannot access testing quickly, we may consider offering them a test kit in order to allow them to return to work as quickly as possible if they test negative and have not been in close contact with a confirmed case. This approach will not be used for pupils, only for symptomatic staff members who are vital to the running of our schools.

Staff who develop symptoms should not enter the premises of their place of work under any circumstances, even to collect a test kit. Nor should they come into close physical contact (within 2 metres) with anyone outside of their household.

We have discretion over how we deliver kits to symptomatic staff members; We will do this safely and with due regard for the transmission risk. The symptomatic staff member, and all members of their household, must stay at least 2 metres away from other individuals at all times. For example, test kits could be:

- Posted to the symptomatic staff member.
- Another staff member could drop the kit through the letterbox of the symptomatic staff member's home address.
- (For symptomatic staff with vehicle access) Ask another member of staff to leave the test kit a safe distance from the symptomatic colleague's car at an agreed time and location. That staff member should then withdraw to a safe distance (at least 2 metres away) whilst the symptomatic staff member exits their car to retrieve the test kit.

The test involves taking a swab of the nose and back of the throat, which can be done by the person themselves (self-administered) or by someone else (assisted).

## **Test results**

### **Positive result**

If a member of staff or pupil has a positive test result, they must self-isolate immediately and continue to isolate for at least 10 days from when their symptoms started. Everyone in their household or support bubble must also isolate for 14 days.

### **Negative result**

Where a member of staff or student has a negative result, it means the test did not find coronavirus (COVID-19). At that point, they no longer need to self-isolate and can return to work or school, as long as:

- Everyone they live with who has symptoms tests negative.
- Everyone in their support bubble who has symptoms tests negative.
- They were not told to self-isolate for 14 days by NHS Test and Trace.
- They feel well – if they feel unwell, stay at home until they are feeling better, if they have diarrhoea or are being sick, they should stay at home until 48 hours after they have stopped.

Regardless of any test result, members of staff and students should continue to isolate if:

- They have been in close contact with a confirmed positive case, or have been told to isolate by NHS Test and Trace.
- A member of the household or support bubble is symptomatic.

This is because they may still develop symptoms during the isolation period.

Further information about what test results mean (<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/>) is available on the NHS website.

Staff, parents and carers must inform the school immediately of the test results. We will not request evidence of a negative test result or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

## **Making an order for additional test kits**

We will order test kits if they have run out or are running out of test kits. Additional test kits can be ordered online (<https://request-testing.test-for-coronavirus.service.gov.uk>). Kits will be supplied in boxes of 10, with one box provided per 1000 pupils.

The school unique organisation number (UON) will be needed to place orders for additional test kits. These numbers are as follows:

Shalfleet: UON number 22692149

Yarmouth: UON number 25184383

## **Storage of test kits**

Kits will be stored securely at ambient room temperature.

At the Federation of the Church Schools of Shalfleet and Yarmouth, the test kits will be kept in a locked drawer in the school offices. The administrators will be responsible for allocating the test kits in line with this policy, they will inform the Headteacher and/or Deputy Headteacher of actions taken.

## **Usual testing options**

When advising members of staff to get tested, or advising parents or carers to get a school child tested, we will advise them of the range of testing options. We will not require a child, or young person or member of staff to get a test.

Individuals should visit the 'get a coronavirus test' (<https://www.gov.uk/get-coronavirus-test>) page to book a visit. This will provide a range of testing options available in the local area. These will usually be:

- Test centre – booking a test at a drive-in test centre based at Newclose Cricket Ground, Newport. This will likely be the fastest way to get a test result.
- Home test kit – staff, parents or carers can order a home test kit for themselves and up to 3 symptomatic members of their household.

If a parent, carer or member of staff do not have internet access, then kits can also be ordered by calling 119. 119 can also be contacted for support at any point throughout the testing journey.